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**From:** Ex. 6 - Personal Privacy  
**Sent:** 4/27/2017 9:03:24 AM  
**To:** Kasman, Mark [Kasman.Mark@epa.gov]  
**CC:** Ex. 6 - Personal Privacy  
Ex. 6 - Personal Privacy Doroski, Brenda [Doroski.Brenda@epa.gov]; Phillips, Anna [Phillips.Anna@epa.gov];  
Ex. 6 - Personal Privacy  
**Subject:** RE: Heads Up on EPA ADMINISTRATOR Delegation

Hi Mark, I have spoken with the hotel and they will hold two additional rooms until the 15<sup>th</sup> of May, without commitment.

So this is the total of rooms we have :

30<sup>th</sup> May – 2 Rooms – 11 nights  
( Actual arrival is early on the 31<sup>st</sup> )

30<sup>th</sup> May -2 Rooms – 12 nights  
( Actual arrival is early on the 31<sup>st</sup> )

4<sup>th</sup> June- 12 Rooms – 6 nights  
( Actual arrival is early on the 5<sup>th</sup> )

Total of 16 rooms

Cancellation policy is as follows:

- 1) In case of room/nights reduction, the hotel will allow a 10% of the total without any penalty . The rest will be charged in full
- 2) In case of complete cancellation of the trip the hotel will apply 50% penalty on each room/night

Please let me know if all looks good.

Will wait by tomorrow confirmation from you Mark, with credit card numbers or a fund cite.

Thank you

Ex. 6 - Personal Privacy

Privacy/PII  
This email is UNCLASSIFIED.

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**From:** Kasman, Mark [mailto:Kasman.Mark@epa.gov]  
**Sent:** Wednesday, April 26, 2017 11:32 PM  
**To:** Ex. 6 - Personal Privacy  
**Cc:** Doroski, Brenda; Phillips, Anna  
**Subject:** Re: Heads Up on EPA ADMINISTRATOR Delegation

Thank you all very much. I expect to have the final list for you tomorrow. A question came up from our new advance lead. What would the penalty be, if any, if we reserved two buffer rooms guaranteed by the fund cite, in the event the Administration adds any travelers? Would we be able to cancel up to a certain point? Would the penalty be one night or the whole time?

Thanks, Mark

Sent from my iPhone

On Apr 26, 2017, at 4:57 AM, **Ex. 6 - Personal Privacy** wrote:

Mark, I just spoke with the Gran Melia Hotel and they do not have availability to accommodate the whole group.

We need then to confirm and commit with the Regina Baglioni by this Friday for the following reservations:

30<sup>th</sup> May – 2 Rooms – 11 nights  
( Actual arrival is early on the 31<sup>st</sup> )

30<sup>th</sup> May -2 Rooms – 12 nights  
( Actual arrival is early on the 31<sup>st</sup> )

4<sup>th</sup> June- 9 Rooms – 6 nights  
( Actual arrival is early on the 5<sup>th</sup> )

Pruitt

**Ex. 7(e)** Admin. Sevretary

DRAVIS

FERGUSON

NISHIDA

JACKSON

PETER

GREENWALT

Total 13 rooms, as we have added three but the children are no longer coming, correct?

Please concur that all the above looks good.  
Will wait to hear from you

**Ex. 6 - Personal Privacy**

-----Original Message-----

From: Kasman, Mark [<mailto:Kasman.Mark@epa.gov>]

Sent: Tuesday, April 25, 2017 9:23 PM

To:

**Ex. 6 - Personal Privacy** Doroski, Brenda; Phillips, Anna

Cc: Subject: RE: Heads Up on EPA ADMINISTRATOR Delegation

Hello Everyone,

A couple bits of news. First, our meeting with Administrator Pruitt has been postponed until this Friday afternoon.

Second, a new Chief of Scheduling and Advance was hired this week. His name is Kevin, don't have a last name yet. He apparently did advance for the Presidential campaign and is former military. He will now be coming out for the advance and through the mission. Regardless, they would still like me to join Kevin and Millan for the advance as well, so you will still see me a few days early. Kevin said he will help us nail down the final delegation members and understands our challenge of reserving rooms during high season in Rome.

Third, it looks like the Pruitt children are no longer coming to Italy. I will confirm on Friday.

Fourth, the Administrator's staff asked me to inquire whether the Gran Melia Rome could be considered as a hotel for his delegation. I mentioned that this might not be possible as I believe we already have a contract with the Hotel Regina Baglioni and that I wasn't sure if the Gran Melia met the Embassy's security standards, but promised that I would check with you all.

Fifth, it is ok to have wine for the Administrator for any toasts that he might be expected to make.

I'll keep you posted as I learn more.

Mark

-----Original Message-----

From: Ex. 6 - Personal Privacy  
Sent: Monday, April 24, 2017 4:06 AM  
To: Ex. 6 - Personal Privacy Kasman, Mark <Kasman.Mark@epa.gov>  
Cc: Ex. 6 - Personal Privacy  
Subject: Re: Heads Up on EPA ADMINISTRATOR Delegation

Hi Ex. 6 - Personal Privacy I will ask the hotel to postpone the time limit to Friday directly.

That should be good.

What do you think?

Ex. 6 - Personal Privacy

Sent from my BlackBerry 10 smartphone.

From: Ex. 6 - Personal Privacy  
Sent: Monday, April 24, 2017 10:02  
To: Ex. 6 - Personal Privacy Kasman, Mark  
Cc: Ex. 6 - Personal Privacy  
Subject: RE: Heads Up on EPA ADMINISTRATOR Delegation

Ex. 6 - Personal Privacy

What is the cut-off time on Wednesday since DC does not open until 2pm/3pm our time? Plus this is the same day Mark will actually talk to the Administrator for almost final answers. Just wanted to give Mark a sense of time he is working with. Thank you!

V/R

Ex. 6 - Personal Privacy

-----Original Message-----

From: [Ex. 6 - Personal Privacy]  
Sent: Monday, April 24, 2017 9:57 AM  
To: Kasman, Mark  
Cc: [Ex. 6 - Personal Privacy]  
Subject: Re: Heads Up on EPA ADMINISTRATOR Delegation

Hi all.

The hotel has confirmed the extra three rooms and will keep all of them until Wednesday.

[Ex. 6 - Personal Privacy]

Sent from my BlackBerry 10 smartphone.

Original Message

From: Kasman, Mark  
Sent: Friday, April 21, 2017 19:34  
To: [Ex. 6 - Personal Privacy]  
Cc: [Ex. 6 - Personal Privacy]  
Subject: RE: Heads Up on EPA ADMINISTRATOR Delegation

You are awesome Sandra!  
Thank you so much.

-----Original Message-----

From: [Ex. 6 - Personal Privacy]  
Sent: Friday, April 21, 2017 10:51 AM  
To: Kasman, Mark <Kasman.Mark@epa.gov>  
Cc: [Ex. 6 - Personal Privacy]  
Subject: Re: Heads Up on EPA ADMINISTRATOR Delegation

Mark I just sent an email to the hotel asking for the extra 3 rooms from the 5th with pre registration from the 4th and also if they can postpone the time limit to Wednesday.  
Will let you know shortly.

[Ex. 6 - Personal Privacy]

Sent from my BlackBerry 10 smartphone.  
From: Kasman, Mark  
Sent: Friday, April 21, 2017 16:42  
To: [Ex. 6 - Personal Privacy]  
Cc: [Ex. 6 - Personal Privacy]  
Subject: RE: Heads Up on EPA ADMINISTRATOR Delegation

[Ex. 6 - Personal Privacy]

I have been informed that the Administrator has added three people to his delegation. They include:

Ryan Jackson, Chief of Staff  
John Peter (JP) Friere, Associate Administrator for Public Affairs Sarah Greenwalt, Senior Advisor to the Administrator for Water and Crosscutting Affairs

We will need to get them rooms as well.

Thanks, Mark

From: Kasman, Mark  
Sent: Thursday, April 20, 2017 8:43 PM  
To: [Ex. 6 - Personal Privacy]  
Cc: [Ex. 6 - Personal Privacy]  
Subject: Heads Up on EPA ADMINISTRATOR Delegation

Ex. 6 - Personal Privacy

It is Thursday night here and just received word from Administrator Pruitt's office that they may add three additional staff to the EPA delegation. I know we have a deadline on Friday. I have a call at 9:00am on Friday morning where I should get some additional information.

Mark

Sent from my iPhone

On Apr 19, 2017, at 3:31 AM, Ex. 6 - Personal Privacy wrote:

Hi Ex. 6 - Personal Privacy and Mark.

As per our conversation I have reserved the rooms from the previous night for all the delegation and the advance. This is what has been reserved :

30th May – 9th June – 11 nights – 2 rooms HUPP Admin Secretary Ex. 7(e)

30th May – 10 June – 12 nights – 2 rooms KASMAN Admin. Secretary Ex. 7(e)

4th June – 10th June – 6 nights – 7 rooms PRUITT ( VIP will has a free upgrading already guaranteed to a GRAND DELUXE room, when we get closer to the arrival we will check if a Suite has become available ) PRUITT's kids Admin. Secretary ( Ex. 7(e) ) DRAVIS FERGUSON NISHIDA

We have a total of 11 rooms.  
No Control Room is needed.

Please remember that by this Friday we need to commit with the hotel.

Let me know if you need further information

I am working on the Bologna hotels and will get back shortly for this

Ex. 6 - Personal Privacy

Privacy/PII  
This email is UNCLASSIFIED.

From: Ex. 6 - Personal Privacy

Sent: Friday, April 14, 2017 12:50 PM

To: Kasman, Mark; Agri, Sandra

Cc: Ex. 6 - Personal Privacy Phillips, Anna; Besch, Brianna; Ex. 6 - Personal Privacy

Hupp, Millan; Ex. 7(c)

Subject: RE: EPA ADMINISTRATOR

Thanks Mark.

Ex. 6 - Personal Privacy

Environment, Science, Technology & Health Counselor U.S. Embassy Rome

**Ex. 6 - Personal Privacy**

Official  
UNCLASSIFIED

From: Kasman, Mark [mailto:Kasman.Mark@epa.gov]

Sent: Friday, April 14, 2017 12:41 PM

To: Ex. 6 - Personal Privacy

Cc: [Ex. 6 - Personal Privacy] Phillips, Anna; Besch, Brianna; [Ex. 6 - Personal Privacy]  
[Ex. 6 - Personal Privacy] Hupp, Millan; [Ex. 7(c)]  
Subject: Re: EPA ADMINISTRATOR

While it would be nice, rooms do not necessarily need to be connecting as kids are high school and college age. At least one security room will need to be adjacent to Administrator's room.

Also, FYI, just learned that kids will return home from Rome, but Mrs. Pruitt plans to accompany Administrator to Bologna.

Sent from my iPhone

On Apr 14, 2017, at 6:00 AM, [Ex. 6 - Personal Privacy] wrote:  
Mark, also in Rome we provide always free upgrading for the VIP which is normally in a two rooms ( bedroom and living room ) Suite. In this case we have to ask for connecting rooms as they are 4 adults ( correct? Not sure of the children's age ).  
Please provide the age and I will check with the hotel if we can come up with a good solution

[Ex. 6 - Personal Privacy]

Privacy/PII  
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From: Kasman, Mark [mailto:Kasman.Mark@epa.gov]  
Sent: Friday, April 14, 2017 11:53 AM  
To: [Ex. 6 - Personal Privacy]  
Cc: [Ex. 6 - Personal Privacy] Phillips, Anna; Besch, Brianna; [Ex. 6 - Personal Privacy]  
[Ex. 6 - Personal Privacy] Hupp, Millan; [Ex. 7(c)]  
Subject: Re: EPA ADMINISTRATOR

Thanks [Ex. 6 - Personal Privacy]. Let's not order the suite for the Administrator. We cannot go over per diem for him. We should order a normal room for him and then his family can order an additional room for the kids at no cost to the U.S. Government. I am used to the hotels we work with in Asia that regularly offer complimentary upgrades for the VIPs which is why I made the inquiry about the two bedroom suite.

[Ex. 7(c)]

Please let [Ex. 6 - Personal Privacy] know today if dates and numbers for PSD (security) rooms are correct. Given that it is high season, they need to secure the rooms now.

Thanks, Mark

Sent from my iPhone

On Apr 14, 2017, at 3:35 AM, [Ex. 6 - Personal Privacy] wrote:  
Hi [Ex. 6 - Personal Privacy]

This looks good to me, but I'm adding Anna, Mark, and Brianna from EPA to make sure we have it right. Team EPA, please see below, and note the hotel needs to secure the rooms by April 21. (The only thing missing from the budget are the hotel costs in Bologna. Once we plug that in, the master budget will be complete and we can send it to EPA. Fede, can you please check with our Ambiente friends and see if a decision has been made for the staff hotels?) Even if we get an answer soon, it seems that it would take longer to get the fiscal data, so credit card holds may be the way to go.

Also, flights haven't been finalized, but would imagine when they are that we'll need to ask for early check-in.

Thanks, [Ex. 6 - Personal Privacy]

[Ex. 6 - Personal Privacy]

Environment, Science, Technology & Health Counselor U.S. Embassy Rome

## Ex. 6 - Personal Privacy

Official  
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From: [Ex. 6 - Personal Privacy]

Sent: Friday, April 14, 2017 9:22 AM

To: [Ex. 6 - Personal Privacy]

Cc: [Ex. 6 - Personal Privacy]

Subject: EPA ADMINISTRATOR

Hi [Ex. 6 - Personal Privacy], just wanted to touch base with you on the hotel side.

As requested I have cancelled the reservation at the Westin and kept the one at the Hotel Regina Baglioni.

Room cost in single occupancy is euro 326.00 per night including breakfast and all taxes.

The Suite ( with two bedrooms connecting ) for the VIP will cost euro 1540.00 , all included.

We have a total of 10 rooms reserved as follows:

31st May – 9th June – 10 nights – 2 rooms HUPP Admin Secretar [Ex. 7(e)]

31st May – 10 June – 11 nights – 2 rooms KASMAN Admin. Secretary [Ex. 7(e)]

5th June – 10th June – 5 nights – 1 Suite + 5 rooms PRUITT Admin. Secretar [Ex. 7(e)] DRAVIS FERGUSON  
NISHIDA

The hotel will hold the rooms without commitment until the 21st of April and by then I will need either a fund cite  
or all the credit cards ( and names too ☺ )

My understanding is that no Control Room has been requested.

Do you know when the Delegation will be checking in ? Because check in time is 2.00 pm.

Please let me know if all looks good.

Will wait to hear from you

Thank you

[Ex. 6 - Personal Privacy]

[Ex. 6 - Personal Privacy]

Visitor Unit Assistant  
Embassy of the United States of America  
Rome, Italy

Tel: [Ex. 6 - Personal Privacy]  
Fax: [Ex. 6 - Personal Privacy]  
Email: [Ex. 6 - Personal Privacy]

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